

INVESTIGATOR – JOB POSTING

Position: Investigator, NC Appraisal Board
Working Title: Staff Investigator
Salary Grade: Flat Rate
Salary Range: \$ 60,000 – \$75,000
Type of Appointment: Perm Full-time
Location: Raleigh, NC
Remote Work Eligible: Yes

The North Carolina Appraisal Board has a job opening for the position of Investigator. The position's responsibilities are to ensure compliance with licensure laws and Board rules for real estate appraisers in licensing, disciplinary matters, continuing education, and adherence to standards for professional appraisal practice. This position also provides guidance to appraisers, the public, and law enforcement entities concerning appraiser licensure law and standards of practice. Applicants may be subject to a criminal background check.

POSITION DUTIES:

Duties include but are not limited to:

- Investigating complaints received by the Board against appraisers and AMCs
- Determining the appropriate scope of each investigation, including deciding who to interview and what documentation to review.
- Making determinations as to whether there is a potential violation of licensure law.
- Preparing complete, concise, and accurate reports that objectively present investigative findings and documentation.
- Presenting investigative findings to the team lead and the Board in a thorough and carefully articulated manner; and
- Testifying at hearings regarding investigations conducted and providing investigative support to the Office of the Attorney General in developing and presenting their cases at hearings.

This position requires extensive travel throughout the state. It could include field audits and gathering photographic evidence, written statements, and documentation from respondents and witnesses in preparation for administrative hearings.

QUALIFICATIONS:

Minimum: Graduation from a four-year college or university with a bachelor's degree; licensure as a North Carolina Certified Real Estate Appraiser with at least three years experience as a certified appraiser. Preference for review appraisal experience or investigative experience.

Required Competencies: The following knowledge, skills, and abilities are required competencies and may be considered during the selection/interview process.

- Focused and demonstrated understanding of quality customer service, including the ability to work independently.
- Understanding of and ability to apply state licensure laws, rules, statutes, and comfortable demonstrating expertise.
- Independent decision-making skills.
- Demonstrated critical thinking and analytical skills.
- Interpersonal skills, including the ability to work within a team.
- Time management with the ability to meet strict deadlines.
- Professional demeanor.

- Demonstrated oral and written communication skills.
- Comprehensive knowledge and understanding of PC software applications, including Microsoft Office (Word and Excel) and other office systems.
- Comprehensive knowledge and understanding of the use of Microsoft Teams, Zoom, and other video conferencing solutions and willingness to adapt to other technologies.

OTHER REQUIREMENTS:

Must reside in North Carolina. This position is eligible for remote work at the discretion of the Board. The applicant must be able to travel to the Board office in Raleigh, NC, to attend Board meetings, training, and other events at the discretion of the supervisor. The applicant must also be able and willing to regularly travel statewide, including overnight, to conduct fieldwork related to enforcement matters. The Board will provide computer equipment, and the applicant must ensure they have sufficient and reliable connectivity to facilitate remote operations. The successful applicant must have a valid driver's license and reliable transportation.

APPLICATION FORMAT:

The Board will accept applications immediately, and until July 15, 2022. Salary based on experience and qualifications. Individuals are requested to use the following form to apply for this position.

[Application for Employment](#)

Pertinent information is stated in this job posting but if additional information is needed, contact Don Rodgers, Executive Director, at 919-870-4854 or ncab@ncab.org

EQUAL OPPORTUNITY EMPLOYER